

Instructions for Final Printed Pages, Form MARS002

The Final Printed Pages form must be completed accurately by filers so that the DOBI can maintain a current manual of rates, rules and forms. This form is utilized by our staff to withdraw old forms and/or manual pages from your current manual, replace revised forms and/or manual pages, and to insert new forms and/or manual pages. It is therefore very important that this form be completed and returned to our office expeditiously. If the company fails to submit a completed form and final printed pages within the allowable time frame, it may result in administrative action.

NJ Dept File No: This is the number assigned to your submission from the Department. It is included in the acknowledgment copy that is returned to you. If this is not known, please contact the Department.

Date of Filing: This is the letter date of your initial submission.

Effective Date: This is the date you would like the filing to become effective. This date should be consistent with item 3. of the Filing Source Document.

Line: The line of insurance is to be identified as the line applicable to your submission. Same as item 5. of the Filing Source Document.

Program Name: If applicable, identify the specific name of the program.

CLM Division No: This includes the commercial lines manual division number applicable to this submission. For example, Division One - Commercial Auto. This is not applicable to Personal Lines or bureaus other than ISO.

Company Names: This includes the companies for which this filing is being made. If the filing is made for certain companies in a group, only list the names of the companies that apply.

Manual Page and Form Numbers: This information is the most important information on this form and must therefore be completed accurately. Always identify pages/forms with a printing date and/or edition date.

New: Use this column when the pages/forms are new and do not replace any current pages/forms.

Revised: Use this column to indicate the revised pages/forms. If this column is used an entry must be in the Superseded column.

Superseded: use this column to identify the pages/forms being replaced or withdrawn.